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09 MAY 2002

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(SHORT TITLE: SOP FOR MT)

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(e) MCO 5101.8F
(f) MCO 8020.1F
(g) MCO 11240.66C
(h) JAGINST 5800.7B
(i) NAVSEA SWO20-AF-ABK-010
(j) TM 4750-15/1G
(k) TM 11240-15/3B
(l) 26 CFR
(m) FM 55-30
(n) MCWP4-11.3F

Encl: (1) LOCATOR SHEET

1. Purpose. To provide instruction, establish procedures and regulations for the effective and efficient accomplishment of the Marine Force Reserve (MARFORRES) Motor transport mission per the references.

2. Action

a. The procedures and regulations set forth herein are effective this date. Procedures of subordinate units will conform with the provisions of this Manual.

b. Within three months of receipt of this Manual, all units/sites are to review and update their motor transport procedures.


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c. All motor transport activities, regardless of size, will be guided by the instructions herein and directives issued by higher authority. In the event that this Manual conflicts with instructions from higher authority, the latter shall prevail pending clarification.

3. Recommendation. Changes are encouraged and should be submitted to MARFORRES, G-4 (MT).

4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

5. Certification. Reviewed and approved this date.


J. H. WATSON
Chief of Staff

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ENCLOSURE (1)

SOP FOR MT
RECORD OF CHANGES

Log completed action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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INTRODUCTION

0001. PURPOSE. Motor Transport (MT) assets provide a vital link for the efficient, effective and timely accomplishment of the MARFORRES mission in combat or garrison. To carry out the mission each command must ensure maximum efficient utilization of equipment through the establishment of operational procedures, which prevent its misuse or abuse as well as effective maintenance programs that will ensure maximum equipment availability. To accomplish this, commanders must employ qualified personnel, delineate responsibilities, maintain required records and conduct periodic inspections. Close and continuous attention and supervision at all levels of command will enhance the MARFORRES level of readiness.

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CHAPTER 1

GENERAL

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CHAPTER 1

GENERAL

1000. SCOPE. This Manual is applicable to all units within MARFORRES. Should the provisions of these Standing Operating Procedures for Motor Transport (SOP for MT) conflict with directives of higher authority, the latter will prevail.

1001. RESPONSIBILITIES

1. COMMANDER (Cmdr). The Cmdr is responsible for all MT equipment, operations and maintenance in MARFORRES.
2. MOTOR TRANSPORT OFFICER (MTO). The MARFORRES MTO is responsible to the Commander for all phases of MT within MARFORRES.
3. ORGANIZATIONAL COMMANDERS. The responsibilities for MT functions within each organization rest with the unit commander.
4. ORGANIZATIONAL MOTOR TRANSPORT OFFICER. Units having MT equipment shall assign a MTO in writing. MTO's are directly responsible to their commander. The unit's MTO will not be of lesser grade than a Gunnery Sergeant.
5. LICENSING OFFICER. Units establishing a vehicle licensing program will appoint a Licensing Officer in writing. The Licensing Officer is responsible for ensuring applicants meet all the requirements established by MCO 11240.66C and TM 11240-15/3C prior to signing the NAVMC 10964 (Application for government vehicle operator permit) and the actual OF-346 (Military Driver's License). The Licensing Officer will be a Commissioned Officer/Senior Staff NCO.
6. LICENSING EXAMINER. The Licensing Examiner is responsible to the Licensing Officer and administers the command's licensing program. The License Examiner will be a Staff NCO/Senior NCO.
7. MOTOR TRANSPORT CHIEF (MTC). The MTC is responsible to the MTO in all matters pertaining to and effecting the administration, operation and maintenance of assigned motor transport resources.

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8. DISPATCHER. The MTO will assign the dispatcher(s) in writing. The dispatcher is responsible to the MTO/MTC for the control of all MT equipment. He conducts dispatching per TM 4700-15/1_. The dispatcher is a separate billet/individual from the MTO/MTC.

9. VEHICLE OPERATOR. The vehicle operator is responsible for the safe operation of assigned vehicle(s) and the performance of preventive maintenance checks and services per the appropriate vehicle operator manuals and lubrication orders.

10. SENIOR MARINE/SAILOR. The Senior Marine/Sailor in a vehicle during operation shares responsibility with the vehicle operator for the safe operation of that vehicle. Ensuring adherence to traffic regulations, assisting the operator during backing, lane changes, operations, and passenger conduct are but a few shared responsibilities.

11. CONVOY COMMANDER. A Convoy Commander will be assigned for any convoy operation. Two or more vehicles constitute a convoy. The Convoy Commander's responsibility extends to the total convoy operation.

1002. MOTOR TRANSPORT STANDING OPERATING PROCEDURES (SOP). All units will prepare and maintain procedures for MT. Unit procedures should cover unit local procedures and not restate procedures covered in this Manual.

1003. PERSONNEL QUALIFICATION. MT operations and maintenance personnel should be capable of performing their duties per MCO P1200.7 (MOS Manual).

1004. OFFICIAL USE. In order that official duties requiring transportation can be effectively performed, use of tactical motor vehicles is restricted to that transportation essential to the successful operation of any mission the Marine Corps is authorized to conduct. Vehicles being used for community services, parties and such shall be done at the discretion of the Commanding Officer.

1005. TRAFFIC REGULATIONS. Commanders will ensure unit SOP's require managers and operators to know and understand all pertinent federal, state, local, and military traffic regulations and that they are strictly adhered to.

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1006. MOTOR VEHICLE OPERATOR TESTING AND LICENSING

1. No Marine/Sailor will be permitted to operate a tactical motor vehicle until he/she has been properly trained, attended/completed a Driver's Improvement Course (DIC) only 26 yrs of age and under, examined and issued a U.S. Government Motor Vehicle Operator's Permit (OF 346) as per MCO 11240.66C, TM 11240-15/3C and this Manual.
2. Commanding Officers are encouraged to limit the number of applicants for government operators license to those individuals assigned Table of Organization (T/O) billets, which require the incumbent to operate a vehicle in the performance of the billet mission/task. Indiscriminate licensing of motor vehicle operators has been identified as one of the factors contributing to excessive equipment utilization and degradation.

1007. REVOCATION OR SUSPENSION OF U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD OF 346.

1. TM 11240-15/3C provides commanding officers the discretionary authority to suspend or revoke an individual's OF 346 when warranted and prescribes the required administrative actions that must be accomplished.
2. Suspension and/or revocation of an individual's OF 346 should be considered under the following circumstances:
 - a. Conviction of DWI/DUI.
 - b. A positive urinalysis test result.
 - c. A guilty verdict for possession of illegal drugs.

1008. OPERATION OF TOWED EQUIPMENT

1. Towing of equipment will be accomplished as per the appropriate Technical Manual.
2. Personnel will not be transported in towed equipment.
3. Proper backing technique will be practiced when backing a towed vehicle.

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1009. PASSENGER AND CARGO LOADS

1. General

a. Maximum personnel and toneage capacities are established in appropriate equipment technical manuals. In the interest of safety and to prevent vehicle damage or abuse, these capacities will be followed except in cases of emergencies and only when authorized by unit commanders.

b. The number of persons riding in the front seat (cab) of any tactical vehicle will not exceed the designed capacity. Additionally, no personal gear or cargo will be transported in the cab unless it is properly secured.

c. Personnel to be transported will be required by vehicle operators to keep all parts of the body inside the cab/passenger/cargo area while the vehicle is in operation. No one will be permitted to ride on running boards, tailgates, side or any other exposed part of the vehicle not intended for passengers.

d. Passengers may be transported in the bed of dump trucks provided the bed is secured by chains, pins or other adequate devices to prevent rising of the bed. Vehicle operators will ensure that the passengers remain seated on the vehicle bed during operation. The maximum number of passengers that may be transported in the bed of a dump truck when not specifically established in the appropriate technical manual is 14.

e. Operators are required to raise and lower tailgates for entry and exiting of vehicles. Any other method of entry or exiting is considered unsafe and is prohibited.

f. Vehicle operators are responsible for ensuring that cargo, regardless of type, is properly loaded and secured.

1010. DIRECTIVES AND PUBLICATIONS

1. Commanders will ensure appropriate directives, orders, manuals and technical publications are on hand, effectively managed and maintained so that they are immediately available for use by MT personnel.

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2. Appendix (A) of this Manual provides a listing of pertinent directives for MT operations/maintenance sections.

1011. DESK TOP PROCEDURES AND TURNOVER FOLDERS

1. General. Desktop procedures and turnover folders will be established and maintained as required by MCO P4790.2C.

2. Desk Top Procedures

a. Desk top procedures consist of specific procedures, references, and points of contact and related significant information concerning the management of a particular billet/task. Desktop procedures should be developed and maintained by the individual filling the billet to which the desktop procedures applies.

b. At a minimum, desktop procedures are required for:

- (1) Dispatcher.
- (2) Licensing Examiner (If authorized).
- (3) Equipment Records Clerk.
- (4) Battery Room NCO.

3. Turnover Folder

a. Turnover folders should contain all information necessary for one person to relieve another in a key position without loss of continuity. The folder should contain information relative to policy, personnel, status of pending or planned projects, references, management controls/techniques, functioning of the unit and any other information necessary for a newly assigned individual to perform in that billet.

b. Turnover folders are required for:

- (1) Motor Transport Officer.
- (2) Licensing Officer (if authorized).
- (3) Motor Transport Chief.

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- (4) Motor Transport Operations Chief (if assigned).
- (5) Motor Transport Maintenance Chief.
- (6) Roadmasters (if assigned).
- (7) Licensing Examiner (if authorized).

1012. SAFETY MEASURES

1. Commanders are responsible for the safe operation of all tactical motor vehicles.
2. The maximum speed limit for tactical vehicles is 45 MPH. However, if posted speed limits, traffic condition, weather conditions, or towed loads dictate, reduced speeds as appropriate are required. Common sense must prevail.
3. All tactical vehicles when operating on multiple lane roads will remain in the up most right lanes. The following exceptions are:
 - a. When the exit lane is to the left.
 - b. When required to make a left turn.
4. No vehicle 2 ½ ton or larger will be backed up until the A-driver/operator has dismounted the vehicle and ensures, by personal inspection, that the way is clear and guide the vehicle back. All other vehicles will not be backed up until the operator has dismounted the vehicle and ensures by personal inspection that the way is clear.
5. Chock blocks will be used on all vehicles, when parked or left unattended.
6. For vehicles 2 ½ tons or larger, the chock blocks will be placed FORE and AFT of the dual rear wheels.

1013. TRANSPORTATION OF HAZARDOUS CARGO

1. Instructions and qualifications for transporting hazardous cargo are contained in NAVSEA SWO20-AF-ABK-010, MCO 8020.1, and Title 49 Code of Federal Regulations (CFR) (Transportation).

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2. Ammunition, explosives or other dangerous articles will be transported in strict compliance with instructions contained in the current Interstate Commerce Commission Revised Safety Regulations, NAVSEA SWO20-AF-ABK-010, MCO 8020.1 and all local laws and regulations.
3. All vehicles transporting explosives will be plainly marked as per NAVSEA SWO20-AF-ABK-010.
4. Commanders will ensure that sufficient numbers of licensed vehicle operators to include incidental drivers are qualified for transporting hazardous cargo consistent with their training/mobilization requirements. In no MARFORRES command is one operator considered sufficient.
5. Chock blocks will be used on all vehicles, when parked or left unattended.
6. For vehicles 2 ½ tons or larger, the chock blocks will be placed FORE and AFT of the dual rear wheels.
7. In addition to special qualifications for vehicle operators, the transporting vehicle must be certified and special operators instructions must be provided. In this regard, commanders are directed to ensure full compliance with NAVSEA SWO20-AF-ABK-010, 29 CFR 1910 and 49 CFR (Transportation).
8. No person other than the authorized driver and one helper will be permitted to ride in a vehicle transporting explosives and/or dangerous cargo.

1014. ACCIDENTS

1. General. Accident reporting and investigation will be accomplished as per MCO 5101.8 and 4700-15/1F.

2. Accident Report

a. The driver of a government vehicle will be furnished with a trip ticket (NAVMC 10627), Standard Form 91 (SF-91), Operator's Report of Motor Vehicle Accident and DD Form 518, Accident Identification Card, when a vehicle is dispatched.

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b. Supervisors will ensure each operator is instructed on the proper use of the SF-91 and DD Form 518 as per TM 4700-15/1F.

c. Report of a tactical vehicle accident will be made to the MARFORRES MTO during working hours and to the Command Staff Duty after working hours, regardless of the monetary value. This report may be telephonically submitted.

d. A safety report will be submitted to Commander, MARFORRES (DRS) as per MCBul 5100 series, when applicable. Telephone contact should be made with the Safety Section, MARFORRES, if assistance is required on the submission of this report.

3. Procedures

a. In cases involving another vehicle or individual, the driver will immediately stop, render such assistance as may be warranted or necessary and give his name, unit to which attached, vehicle registration number and show his OF-346 to the other person involved. Drivers will not make any statement as to guilt or innocence to any person other than military authorities. Information on emergency procedures and accident reporting can be found in appendix B.

b. Operators or supervisors will immediately report the accident to the nearest military police or local police department.

c. Drivers will not remove vehicles from the scene of the accident until authorized to do so by military/local police or other competent authority except when necessary to transport injured persons to an aid station, to report the accident or to remove a traffic hazard.

d. Drivers will be instructed not to make any "on-the-spot" monetary settlements for injuries or damage to property except as may be authorized by a local directive; not to provide any statement pertaining to liability and not to sign any document, pertaining to the accident, which cannot be read or understood.

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4. Accident Investigation. Accident investigations will be conducted as per JAGINST 5800.7B, the JAG Manual and MCO P4400.150. Additionally, the Investigating Officer will include finding of facts concerning completeness of the dispatching procedures, thoroughness of the convoy commander brief (if applicable) and completeness of driver training and licensing.

1015. UTILIZATION OF GOVERNMENT FACILITIES, EQUIPMENT AND MATERIAL FOR REPAIR/REBUILD OF PRIVATELY OWN VEHICLES. The utilization of government owned facilities, equipment and material for repair/rebuild of privately owned vehicles is prohibited.

1016. AWARDS AND RECOGNITION PROGRAMS

1. Commanders are encouraged to establish awards and recognition programs that recognize individuals for exceptional professionalism and attention to duty. Such programs should include recognition for safe driving records, outstanding equipment maintenance records, and organizational equipment maintenance achievements.

2. The Commander, MARFORRES (G4MT) will award all drivers a Safe Driving Certificate for operation of tactical motor vehicles over 5000 miles without incident. Unit CO's may submit requests to the Cmdr, MARFORRES (G4MT) via the chain of command. There are no restrictions on MOS or tactical vehicle type. Appendix C provides a sample submission format.

3. Commanders at all echelons should encourage the submission of individual or unit ideas for the improvement of methods, systems, material and equipment.

4. Beneficial suggestions will be submitted to CG, MARFORRES (G4MT).

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CHAPTER 2

TACTICAL VEHICLE OPERATIONS

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CHAPTER 2

TACTICAL VEHICLE OPERATIONS

2000. GENERAL

1. Tactical and logistical considerations are the governing factors in the employment of tactical MT equipment within this command. Proper control and utilization of tactical MT resources at all echelons is vital to ensure maximum personnel and equipment is available to effectively accomplish missions and tasks.
2. Commanders are encouraged, whenever and wherever possible, to manage tactical MT operations from a common pool in order to effectively maximize utilization and conservation of personnel and equipment assets.

2001. OPERATOR ASSIGNMENT

1. Commanders will ensure each operational tactical vehicle asset (prime mover and towed unit) is assigned to a qualified operator. Such assignments must be of sufficient duration to enable the operator to develop a sense of responsibility for the item of equipment.
2. Qualified operators may be assigned the responsibility of both a prime mover and towed unit provided the towed unit is compatible to the prime mover. Where necessary, operators may be assigned responsibility for more than one item of equipment.

2002. CONTROL OF MOVEMENT

1. General. Commanders/I&I's will ensure that before a vehicle is allowed to leave the motor pool/unit that a valid requirement exists.
2. Individual Dispatch. For the purposes of this Manual, individual dispatch equates to a MT requirement/mission that will be accomplished utilizing one vehicle asset and one primary operator. For movement control, the vehicle operator will be provided at a minimum the following information:

- a. Report to address and name.
- b. Report to phone number.

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- c. A specified route that he is to take. Recommend strip map.
- d. A phone number he should call in case of trouble.
- e. Expected return time.

3. Convoy Dispatch. A convoy is two or more vehicles that are traveling together along the same route. Controlling convoy movement is dependent on the selective assignment of a convoy commander. Appendix D provides convoy procedures and for all convoy motor movement there will be the following:

- a. An assigned convoy commander.
- b. A convoy commander's brief given to the vehicle operators.
- c. Convoy commanders debrief (For vehicle operators).
- d. An after action report submitted to the MTO.

2003. DISPATCH CONTROL AND OPERATIONS RECORDS

1. General. Regardless of motor movement type, individual or convoy, the key to assuring the commander that his MT assets are being properly utilized and operated by only qualified personnel is the dispatcher. The selection and assignment of dispatcher(s) should not be taken for granted. The unit SOP for MT will include specific dispatching orders, procedures and responsibilities for the dispatcher. Appendix E provides a sample desktop procedure for dispatchers.

2. Assignment and Training

a. Dispatcher(s) will be assigned in writing by the unit Commanding Officer, MTO or I&I. A copy of their assignment letter will be maintained with their desktop procedures.

b. Training for the dispatcher(s) should be accomplished utilizing TM 4700-15/1F, NAVSEA SW020-AF-ABK-010, this Manual and the unit's SOP.

3. Dispatching Control

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a. General. No tactical vehicle will be dispatched unless the operator has in his possession a U.S. Armed Forces ID Card, A valid U.S. Government Motor Vehicle Operators Permit (OF 346) for the capacity/type vehicle involved, a DIC card (only under 26 of age), a trip ticket (NAVMC 10627), an accident report form (SF-91), three (3) accident ID cards (DD Form 518), and appropriate operators technical manuals. Additionally, emergency/safety equipment will be checked prior to dispatch (Basic Issued Items (BII), reflector kit or flares and an appropriate size fire extinguisher are required).

b. Special MT Equipment. TM 11240-15/3C, Table 4-1 lists all equipment that requires a Medical Examiners Certificate. Wreckers, emergency vehicles, refuelers, tractor-trailers, and logistics vehicle system (LVS) all require medical certification.

c. Ammunition, Explosives and Related Hazardous Material. In addition to the requirements contained in paragraph 3a above, the commander must ensure that the dispatcher complies with the additional requirements contained in NAVSEA SWO20-AF-ABK-010 before allowing the transportation of Ammunition, Explosives and Related Material.

d. During normal operation the NAVMC 10627, Motor Vehicle and Equipment Operational Record (trip ticket) will not be valid for a period more than 24 hours. However, if it is known that a commitment will exceed the 24 hours time limit, the NAVMC 10627 will be stamped across the top in red ink "Authorized over 24 hours". The dispatcher will then make an entry in the remarks column of the NAVMC 10031, Daily Dispatching Record of Vehicles (Master Log), stating the vehicle is authorized over 24 hours. The same stamp may be used. The dispatcher will initial this entry.

e. When dispatching vehicles with assistant drivers, enter the assistant drivers name and grade in the space provided for the second operator. Annotate in the left margin of the NAVMC 10627, next to second operator space the term "assistant driver". Complete remainder of form as per TM 4700-15/1F. All "Times" and "Miles" information will be recorded in the space provided opposite the first operators name for both primary and assistant drivers periods of dispatch. Either operator may sign the reverse side of the trip ticket.

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f. Utilization of tactical MT assets to transport military personnel to and from command-sponsored events may be authorized by the unit commander but should be used as a last resort.

4. Operational Records

a. Motor Vehicle Operational Records. The Motor Vehicle and Equipment Operational Record, NAVMC 10627 (trip ticket), will be administered in accordance with TM 4700-15/1F and this Manual.

b. Daily Dispatching Record NAVMC 10031. Administration and management of the NAVMC will be as per TM 4700-15/1F and this Manual.

c. Daily Operator Checklist. MCO P11262.2A directs that the daily operators checklist form will be issued whenever the M939/M816, LVS-MK15, and MK-17 are used. This form will be attached to the NAVMC 10627 as per TM 4700-15/1F.

2004. MOTOR TRANSPORT MOVEMENTS

1. General. The unit SOP for MT will contain information, instructions and procedures for the planning, organization, control and execution of MT movements under garrison and tactical conditions. MCWP 4-11.3 (Transport Operations) and appendix D of this Manual should be used as a guide for the accomplishment of these tasks.

2. Planning

a. The success of a tactical or administrative MT movement depends to a large degree on effective planning. Although both types of movement planning are conceptually similar, administrative movements within garrison (non-tactical) environments require considerable planning and coordination with local government and roadway authorities to ensure success, whereas tactical movement must be more concerned with the tactical situation. Appendix D of this Manual is provided as a guide for planning MT movements.

b. Planning for Annual Training (AT) is a continuous evolution. Getting the maximum quality training during a short two weeks is challenging. Quality training for MARFORRES drivers is basically lost during administrative convoys to and from AT after the first 50-100 miles and valuable training time

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is lost. On the other hand, tactical convoy training is quality training that is mission oriented. Before considering an administrative convoy to and from AT, consider the loss of quality training for our Marines. Below is a example:

Daylight Travel Only

HTC to AT	=	500 miles.
MAX speed	=	45 MPH.
Planning speed AVG	=	35 MPH.
Rest stop/Equip checks	=	20 Min/2 Hr.
Road Time & Rest	=	16 Hrs Plus
Training Days	=	2 Days
Total Training Days	=	4 Days

c. Commanders should consider the above example carefully. Tactical convoy training is where we make our money. Preparing drivers to operate in a combat environment is mission essential.

3. Organization and Control

a. MT movements must always be organized for a specific purpose as per a specific plan. Additionally, the movement must be organized to effectively utilize all factors involved (equipment, operators, vehicles, roadway, time, traffic conditions, tactical considerations, etc.).

b. MT movement columns will consist of 20 or less vehicles except when tactical or other pertinent considerations require otherwise.

c. All MT movements will be organized as per the three accepted column formations: closed, open or infiltration, unless a specific situation exists that requires the commander to adapt an alternate policy. State or interstate MT movements will use the "open column" except through heavy traffic when the closed formation is required for better control.

d. Commanders are responsible for determining the grade and number of personnel required to exercise proper and effective

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column control and march discipline. Both column control and march discipline are indispensable to the success of any motor movement and are only attained through effective training and positive command attention.

2005. SECURITY OF TACTICAL VEHICLES. Vehicles will not be left unattended unless they are adequately secured. Locking devices will be utilized at all times when the vehicle is not occupied by the assigned operator.

2006. SIGNS

1. Convoys. All administrative or tactical motor movements conducted as a training exercise over roadways or through areas other military and/or civilian traffic is/or may be operating, will display warning signs reading "CONVOY FOLLOWS" and "CONVOY AHEAD" on the lead and rear convoy vehicles respectfully. Color combinations will be yellow on red. Signs should be mounted so as not to obstruct the vehicle radiator. Lettering must be reflective. Sign dimensions should be six inches wide by forty-eight inches long.

2. Student Drivers. Colors, lettering, and sign dimensions are the same as paragraph 2006.1. Placement should be FORE and Aft on each vehicle.

2007. BASIC ISSUE ITEM (BII). All Basic Issue Items (BII) listed in the appropriate Technical Manual (TM) are to be on hand or on order for each item of MT equipment.

2008. TOOL CONTROL. MCO P4790.2C provides a step-by-step guide for tool control. A logbook shall be established for the control of all tools within the motor pool to include tool kits. The log shall include date and time of checkout signed by the individual receiving the tool and time of return signed by an individual designated to control the tool room.

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CHAPTER 3

TACTICAL VEHICLE MAINTENANCE

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CHAPTER 3

TACTICAL VEHICLE MAINTENANCE

3000. MAINTENANCE POLICY. Maintenance of all organic equipment will be performed as per current directives and technical publications consistent with operational commitments.

3001. GENERAL. For the purpose of this Manual the following terms are defined:

1. Preventive Maintenance. That maintenance that is performed by the equipment operator or qualified mechanic on a scheduled basis.
2. Corrective Maintenance. That maintenance that is performed by a qualified mechanic and is not part of a scheduled service.
3. First Echelon Maintenance. Those scheduled preventive maintenance checks and services performed by the equipment operator.
4. Second Echelon Maintenance. Those scheduled preventive maintenance checks and services or unscheduled corrective maintenance performed by a qualified mechanic.
5. Higher Echelon Maintenance. Scheduled preventive maintenance or unscheduled corrective maintenance that must be performed by a qualified mechanic but is beyond the commands authorized echelon of maintenance.

3002. FIRST ECHELON MAINTENANCE. First echelon will be conducted as per the TM-10 Manual for the equipment utilizing the Preventive Maintenance Check and Service (PMCS) Charts contained in the TM-10 Manual. The NAVMC 10627 (trip ticket) will be used to record these services. Intervals of Checks and Services are as follows:

1. Before, During, After Operation. Performed each time equipment is dispatched. (Appendix F, Figure 1 applies for the motorcycle).
2. Weekly/Monthly Checks and Service. Performed when equipment has been dispatched during a given week. A record of the last weekly/monthly check performed will be retained.

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3. Maintenance of Communication and Weapons System Vehicle Components. The maintenance procedures described herein apply to vehicular components of communications/electronics and special weapons system.

4. Economical Repair Criteria. The criteria for determining eligibility for economical repair of all tactical motor transport equipment is set forth in MCO P4710.8 and will be utilized by all tactical motor transport maintenance activities.

5. Tire Rehabilitation. TM 9-2610-200-20 provides technical information for organizational care, maintenance, and repair of pneumatic tires, inner tubes and radial tires.

6. Safety Inspection. The M936/M816 5 ton wrecker, MK-15 LVS wrecker, MK-17 LVS cargo hauler, and organic cranes/lifts are to be inspected, per instructions prescribed in MCO 11262.2C.

7. Winterization

a. The specific gravity of the antifreeze solution will be checked in all liquid cooled engines during monthly P.M.'s

b. Vehicles requiring additional antifreeze will be evacuated to the second echelon maintenance facility where antifreeze will be added per TI 6850-15-1. Vehicle radiators will then be tagged with the date, protected temperature, and name of individual doing repairs as well as annotated in the remarks section in pencil of the NAVMC 696, (Motor Vehicle and Engineer Equipment Record Folder).

3006. SHOP SAFETY

1. General

a. A supervisor's constant awareness of potentially dangerous practices, conditions, and immediate corrective action is an essential element of leadership.

b. Shop safety will be included in accident prevention training and instructions for drivers and mechanics.

2. Shop Safety Inspections

a. Motor transport officers and other supervisory personnel will conduct weekly (minimal) inspections to ensure the elimination of unsafe practices.

SOP FOR MT

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(17) Raising wrecker booms near electrical lines.

(18) Leaving creepers on the deck.

(19) Leaving vehicle doors open while a mechanic is under the vehicle.

(20) Failing to block or secure hoods when open.

(21) Wearing loose fitting clothing or clothing with sleeves down while working near a running engine or operating a power tool.

3. Battery Shop Requirement. NAVMC P5100, National Electric (NFPA70) and 29 CFR 190 provides detailed information and instructions for safe operation and maintenance of battery shop facilities. The following are considered minimum requirements:

a. That personnel be properly and adequately instructed as to the hazards associated with working in battery shops.

b. That adequate protective clothing (rubber boots, aprons, gloves, face shield, etc.) are available and used.

c. That a deluge shower is available.

d. That ventilation equipment includes general exhaust as well as local exhaust systems, as appropriate.

e. That terminal straps be available for handling batteries.

f. That adequate warning and safety signs are present at all times.

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CHAPTER 4

TRAINING

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CHAPTER 4

TRAINING

4000. GENERAL. It is the commander's responsibility to ensure that the Motor Transport equipment allocated to the Unit's training allowance is being utilized for MOS training on a regular basis. Mission accomplishment, in part, will depend on MOS 35xx proficiency and incidental operators driving proficiency.

4001. TRAINING EVALUATION

1. Unit MOS and mission oriented training programs require effective evaluation methods to provide the commander with the means to determine training requirements and to determine if the unit's training program is effective.
2. Commanders should adopt an inventory/proficiency testing program (written and practical exercise) to establish the MOS skill level of newly joined personnel and evaluate the quality of Unit MOS technical training. This management technique is invaluable for establishing individual levels of proficiency, determining semiannual proficiency marks and as an aid in planning the unit technical training program.

4002. INCIDENTAL MOTOR VEHICLE OPERATOR TRAINING

1. An incidental motor vehicle operator is defined as an individual whose primary MOS does not involve the operation of tactical and/or administrative use of motor vehicle, but whose military Table of Organization (T/O) billet mission/task or special military assignment requires qualification and licensing to operate motor vehicle as an additional duty.
2. Qualification training of incidental motor vehicle operators will be accomplished at the unit level under the cognizance of the organizational Motor Transport Office. Testing and licensing of students should be accomplished during Annual Training (AT) or assigned training date, by a qualified licensing examiner assigned to the unit and approved by the CG, MARFORRES.
3. Performance objectives and training for the incidental motor vehicle operators will be as per MCO 11240.66C, TM 11240-15/3C and this Manual.

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4. Commanding officers will certify by letter to the licensing examiner that the minimum training requirements contained in paragraph 5003.4 of this Manual have been met. A sample letter is contained in appendix G.

4003. SPECIAL OPERATOR QUALIFICATION TRAINING

1. Special operators qualification training is required to provide sufficient numbers of qualified operators within MARFORRES to fill the MOS 3523 (Recovery Vehicle Operators); 3534 refueler (M49) and explosive operators requirements and billets.

2. Qualification training of MOS 3523 (Recovery Vehicle Operators) will be accomplished on a scheduled basis. Nominees for MOS 3533 and meet the licensing prerequisites as per TM 11240-15/3C.

3. Qualification training for M49 and ARC refueler operators and explosive drivers will be accomplished at the unit level. A minimum of 12 hours of training is required before and individual can apply for an Explosive/Hazardous Material license. All training and licensing will be conducted as per NAVSEA SWO20-AF-ABK-010, TM 11240-15/3C and this Manual.

SOP FOR MT

CHAPTER 5

LICENSING

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CHAPTER 5

LICENSING

5000. GENERAL. The Commanding General, MARFORRES is the only issuing authority for government operators permits (OF-346) as per TM 11240-15/3C and MCO 11240.66C. Authority can be extended to a site when there is a valid requirement. No unit will issue an operators permit until written authority has been obtained from this Headquarters and completed the Licensing Examiner's Course. There will be no shortcuts with regard to motor vehicle licensing within MARFORRES.

5001. APPLICABILITY. Every motor vehicle operator of a Government motor vehicle will have in his/her possession a valid U.S. Government motor vehicle operators permit, a DIC card (only 26 yrs of age and under) and a valid military I. D. card to operate a government owned or controlled tactical vehicle.

5002. MOTOR VEHICLE OPERATOR TESTING AND LICENSING

1. Chapter 1 of this Manual states that each unit establishing a Vehicle Licensing Program will assign an officer the additional duty of Licensing Officer. In most instances this assignment will be an additional duty. The basic responsibility of the unit Licensing Officer is to ensure the command has sufficient quantities of motor transport vehicle operators to accomplish the units training and/or mobilization requirements.

2. Commanders should not confuse the requirement to have a Licensing Officer assigned with the authority to issue licenses. The issuing of a license is reserved to those units who have been assigned to and completed the licensing examiner's course and given specific authority to do so by this Headquarters. Such authority will only be given when the requesting unit has the capability to conduct a full Licensing Program as per TM 11240-15/3C and has a qualified Licensing Examiner on the site staff. Prerequisites for assignment as a Licensing Examiner are contained in MCO P1200.7.

5003. LEARNERS PERMITS

1. Learners permits must be issued to each driver applicant prior to commencement of driver training for either an initial OF-346 or a licensing upgrade. Such permits will be valid only when the driver trainee is accompanied by an operator qualified to operate the equipment for which qualification is sought.

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Under no circumstances will a driver trainee transport personnel or cargo for other than actual driver training.

2. Traffic regulations and safe driving practices will be obeyed at all times.

3. Student driver signs will be displayed both FORE and AFT on all vehicles being operated by a student driver. Signs will be red with at least five-inch yellow letters "STUDENT DRIVER". The signs are to be forty-eight inches long with one-half inch yellow border.

4. As a rule of thumb, minimum training requirements for beginning student drivers will consist of 40 hours of training per vehicle type. Training is the Unit Commander's responsibility and will consist of the following major areas:

- a. Vehicle operator operational records.
- b. Traffic controls, regulations and accident reports.
- c. Operator's responsibilities relative to equipment maintenance using the TM-10.
- d. Operational driver training consisting of initial familiarization training, hard surface training in traffic, off road training, cross country training and black out driving.
- e. If the student driver is active duty or in the reserve and 26 years old or less he/she must possess proof of training completed in a Driver Improvement Course.

5. Commanding officer's certification that the requirements contained in paragraph 4 above have been met must accompany NAVMC 10964 (Application for Government Vehicle Operator's Permit OF-346) prior to the Unit Licensing Examiner testing the applicant. This certification letter, (appendix H), will be retained with the driver's history file.

5004. OTHER PERMITS.

1. Limited/shop use permit. "Shop use only" will be no longer issued. All operator's to include maintenance personnel will be issued OF-346. Permits that are subject to restrictions will be indicated on the back of the OF-346 at the time of issue.

5004

Limitation must be clearly understood by the operator.

2. Extended Permit. Extended permits are only authorized for site staff personnel and will only be effective for those individuals who are unable to renew their permits at an established licensing office at the time their OF-346 expires.

3. Duplicate Permit. Duplicate permits are only used when an applicant's current OF-346 has been lost or destroyed.

4. Interim Permits. The interim permit is a permit that is issued when all the resources necessary to administer a full licensing program is not available.

5. Details relative to the issue of permits identified in paragraph 5005 above are contained in MCO 11240.66C.

5006. LICENSING EXAMINERS

1. A site may request authority to issue OF-346 provided they have the required resources and the capability to administer a full licensing program commensurate with TM 11240-15/3C. In order to administer a full licensing program, there must be a qualified Licensing Examiner on the site staff.

2. Licensing Examiner Prerequisites:

a. Sgt-MGySgt.

b. MOS 353x or MOS 352x.

c. Satisfactorily completed a Marine Corps sponsored licensing examiner training course.

3. Licensing Examiner Training Course. A five day licensing examiner training course will be conducted by the Commander, MARFORRES Motor Transport office (G4MT) 3-4 times annually. Time, location, etc., will be announced by separate correspondence.

5007. LICENSING ISSUE AUTHORITY REQUEST. Qualified units who possess the necessary resources, have the capability to administer a full licensing program, completed the Licensing Examiner's Course and do not already have authority, may request license issuing authority. Appendix H will be used as a guide when requesting license issuing authority or
[HTTP://HQ.MFR.USMC.MIL/G4/G4home/motor%20Transport/MotorTMain.Htm](http://HQ.MFR.USMC.MIL/G4/G4home/motor%20Transport/MotorTMain.Htm).

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CHAPTER 6

INSPECTIONS

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CHAPTER 6

INSPECTIONS

6000. GENERAL. Inspections, visits and spot checks should be planned and scheduled by commanders. These should be frequent enough to provide the Commander with an awareness of operational readiness of MT personnel and equipment. Inspection checklists are a mandatory tool for performing all types of MT inspections. Commanders shall develop inspection checklist using CGI/MORDT inspection checklist.

6001. VISITS

1. Field Supply and Maintenance Analysis Office (FSMAO). The FSMAO visit is a formal, scheduled analysis to identify and report deficiencies in the unit's supply and maintenance functional areas. Commanders may request a FSMAO informal visit to analyze specific problem areas and recommend corrective action(s).
2. Depot Maintenance Activity Technical Assistance Visit (DMATAV). DMATAV's are scheduled visits conducted by either MCLB Albany or Barstow. Each motor transport item will receive a limited technical inspection.
3. Staff Visits. The MARFORRES MTO/MTC will conduct staff visits for a specific purpose, i.e., investigate trouble areas, disseminate information and ideas etc., and be available for units assistance as requested.

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CHAPTER 7
PUBLICATIONS

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SOP FOR MT

CHAPTER 7

PUBLICATIONS

7000. GENERAL. Commanders will ensure all appropriate directives and publications both technical and non-technical, are on hand in sufficient quantity to meet training and mobilization requirements.

7001. DETERMINING REQUIREMENTS

1. MCO P4790.2C provides a step-by-step guide to determine what technical publications are required.
2. Units are authorized to maintain technical publications that are beyond the units' echelon of maintenance for reference. However, a unit may not perform the maintenance indicated in the higher echelon technical manual without written authority from the Commanding General, MARFORRES (G-4MT).
3. Pertinent directives that apply to virtually all motor pools are identified in appendix A.

7002. PUBLICATION CONTROL

1. Commanders will establish an internal publication control system using the guidance provided as per MCO P4790.2C.
2. Unit motor transport supervisors must work closely with maintenance management, supply and admin personnel in order to keep publications current and on-hand.
3. Units SOP's should address publication control responsibilities and procedures for motor transport personnel.

SOP FOR MT

APPENDIX A

LIST OF PERTINENT DIRECTIVES/REFERENCES

GENERAL

MCO P1200.7V	MOS Manual
MCBul 3000 Series	Table of MARES Logistics
Unit	Reportable Items for
Report	Status and Identify
SL 1-2 and SL 1-3	Index of Authorized
(Microfiche)	Publications
TI 5600 Series	Publications

OPERATIONS/TRAINING/LICENSING

OPERATIONS

NAVSEA SWO20-AF-ABK-010	Driver Handbook for Ammunition, Explosives and Related Hazardous Materials
FM 55-30	Army Motor Transport Operations
FM 21-305	Manual for the Wheeled Vehicle Driver
MCWP 4-11.3	Motor Transport Operations
MCWP4-11.3F	Convoy Operations Handbook

TRAINING

MCO 1510.68B	Individual Training Standards System
FM 55-1	Army Transportation Service Theater of Ops

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LICENSING

MCO 11240.66C	Standard Licensing Procedures for Operators of Military Motor Vehicles
TM11240-15/3C	Motor Vehicle License Examiners Handbook

MAINTENANCE

MCO 11240.84	Wheeled Tactical Motor Vehicle Maintenance Trans Expenditure Limits
FM 20-22	Vehicle Recovery Operations
DAPAM 750-1	Preventive Maintenance Guide for Leaders
PS Magazine	The Preventive Maintenance Monthly (PS) Magazine
TM 4700-15/1F	Equipment Records Procedures
MCO 4733.1B	MC Test, Measure and Diagnostic Equipment Calibration and Maintenance Program
MCO 11240.19B	Repair Parts Motor Transport Tactical Vehicles
MCO P4400.82F	Regulated/Controlled Item Management Manual
MCBUL 4700 Series	Preventive Maintenance Procedures for Equipment
MCO P4400.84F W/CH1	Special Programs Manual
MCO 4710.8F	Uniform Criteria for Repair Cost Estimates Used in Determination of Economical Repairs

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TM 4750-15/1F	Painting and Registration Markings for Marine Corps Combat and Tactical Equipment
MDL	Management Data List
MCRL	MC Cross-reference
NAVMC 2666	MC Guide for Camouflage Paint Patterns
MCO P4790.2C	MIMMS Field Procedures Manual
UM 4790-5	MIMMS Field Users Manual
MCO 4855.10F	Quality Deficiency Report
TI 4790 Series	Maintenance Management Information
SL 6-1 and SL 6-2	End Item Application List

SAFETY

MCO 5100.8F	MC Ground Occupational Safety and Health (OSH) Program
MCO 5100.19F	MC Traffic Safety Program (Drivesafe)
MCO 5101.8F	MC Ground Mishap Reporting
MCO P11262.2A	Inspection and Load Testing of MC Owned Commercial & Tactical Load Lifting Equipment
MCO 8020.10	Handling, Transporting, Storage, Reclassification and Disposal of Class V(W) Material
29CRF1910 (OSHA)	Occupational Safety and Health Administration(OSHA) Standards

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APPENDIX B

EMERGENCY PROCEDURES

Emergency instructions and accident reporting will be conducted as follows:

1. If anyone is injured, first aid should be administered immediately.
2. Notify the proper authority:
 - a. MTO Phone Number.
 - b. OOD Phone Number.
 - c. PMO Phone Number.
 - d. Local Police/
Highway Patrol Call Local Operator.
 - e. Medical Services Call Local Operator.
3. Take precautions to prevent additional accidents or injuries.
4. Fill out SF-91, Operator Report of Motor Vehicle Accident, and DD Form 518, Accident Identification Card.
5. Do not move any vehicle from the scene of an accident until directed to do so by proper authority.
6. Do not express any opinions orally or in writing, regarding the accident, except with local or military police. Drivers will not admit guilt to anyone, but will simply state the facts of the accident.
7. If you cannot fill out the proper forms because of injury, have someone else fill them out for you. Ensure you get the names and address of any and all witnesses, and the police or investigator at the accident.
8. All accidents, no matter how slight, must be reported.

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APPENDIX C

SAMPLE SAFE DRIVING AWARD REQUEST

From: Commander _____
To: Commanding General, Marine Force Reserve (G4MT)

Subj: SAFE DRIVING AWARD

Ref: (a) ForO P11240.2_

1. Per the reference, the Marine(s) listed below is/are
nominated for the Commander's Safe Driving Award.

<u>NAME</u>	<u>GRADE</u>	<u>SSN/MOS</u>	<u>INCLUSIVE DATES</u>
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COMMANDING OFFICER

SOP FOR MT

APPENDIX D

CONVOY PROCEDURES

1. DEFINITION. A convoy is defined as two or more vehicles operating as a unified, controlled unit.

2. RESPONSIBILITY. Convoy Commanders' grade of the convoy should be commensurate with the abilities of the individual and the mission responsibility involved in conjunction with responsible individuals as convoy commanders (NOTE: Verified with state and local laws on the amount of vehicles allowed per series).

NUMBER OF PRIME MOVERS	CONVOY COMMANDER GRADE
2	LCPL
3-5	CPL
6-10	SGT
11-15	SNCO
16 or more	OFFICER

3. CONVOY SIGNS

a. Convoy signs will be placed on the vehicles with the convoy as follows:

Front of first task vehicle:	"CONVOY FOLLOWS"
Rear of first task vehicle:	"END OF CONVOY"
Front of last task vehicle:	"END OF CONVOY"
Rear of last task vehicle:	"CONVOY FOLLOWS"

LETTERS ON SIGN MUST BE MADE OF REFLECTIVE MATERIAL

b. Command, trail and/or control vehicles will be marked as appropriate. Convoy marker signs will be painted red with yellow lettering. Letters will be a minimum of four inches in height.

4. CONVOY AND VEHICLE GAP. Convoy traveling away from Home Training Centers (HTC) will have sufficient gap between vehicles to allow civilian traffic to pass through the convoy (OPEN COLUMN FORMATION). While traveling through towns and cities, a CLOSE COLUMN FORMATION should be used. Convoys of over 20 vehicles will be divided into serials. Serials shall be spaced/dispatched so as to avoid traffic congestion.

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5. EXPLOSIVES AND DANGEROUS MATERIALS. Explosives and dangerous material will be transported in vehicles operating individually or in separate convoy.

6. CONVOY OPERATIONS. Each state has restrictions with regard to vehicle size, width, height and weight. Information required by most states include:

- a. Convoy route.
- b. Time of departure and estimated time of arrival.
- c. Vehicle type.
- d. Vehicle load.

Special permits may be required and must be processed and mailed by each state, therefore submission of convoy information must be timely. In addition to the permits, the states will advise if any restrictions apply, i.e., bridge capacities, overhead obstructions, stopping at weight stations, etc. Unit conducting convoys must coordinate with state department of motor vehicles prior to conducting their convoys.

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GUIDE FOR PLANNING MOTOR TRANSPORT MOVEMENTS AND SAMPLE CONVOY BRIEFING OUTLINE:

1. SITUATION:

- a. Friendly Forces.
- b. Support Units.
- c. Enemy Situation.

2. MISSION:

- a. Type of Cargo.
- b. Origin.
- c. Destination.

3. EXECUTION:

- a. General Organization of Convoy.
- b. Time Schedule.
- c. Routes.
- d. Convoy Speed.
- e. Catch up Speed
- f. Vehicle Distance.
- g. Checkpoints.
- h. Emergency Measures:
 - (1) Accidents.
 - (2) Breakdowns.
 - (3) Separation from Convoy.

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(4) Ambush.

(a) Action of Convoy Personnel in Event of Ambush

(b) Action of Security Personnel/Forces During Ambush

(5) Medical Support.

4. ADMINISTRATION AND LOGISTICS:

a. Cargo Loading and Unloading.

b. Control of Personnel.

c. Cargo Security.

d. Uniform and Equipment.

e. Billeting Arrangements.

f. Messing Arrangements.

g. Refueling of Vehicle.

h. Servicing of Vehicle.

i. Vehicle Recovery.

j. Off-load Instruction.

5. COMMAND AND SIGNAL:

a. Location of Convoy Commander.

b. Designation of Assistant Convoy Commander.

c. Succession of Command.

d. Action of the Security Force Commander.

e. Serial Commanders Responsibility.

f. Arm and Hand Signals.

g. Radio Frequencies and Call Sign for:

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- (1) Control Personnel.
- (2) Security Force Commander.
- (3) Fire Support Elements.
- (4) Medical Evacuation Support.

6. SAFETY:

- a. Hazards of Route and Weather Conditions.
- b. Defensive Driving.
- c. Weapons Safety and Security.

CONVOY COMMANDER'S CHECKLIST

1. MISSION REQUIREMENTS:

- a. Current Intelligence/Situation.
- b. Task Vehicle. Type and Quantity:
 - (1) Personnel.
 - (2) Cargo by Type, Class and Size.
- c. Security Vehicle: Type and Quantity.

2. RECONNAISSANCE:

- a. Map and Photo.
- b. Physical.

3. ROUTE SELECTION:

- a. Roads.
- b. Bridges and Tunnels.
- c. Grades and Curves.
- d. Requirements for Route Preparation or Repair.

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e. Enemy Capabilities.

4. LIAISON AND COORDINATION:

a. Units Along Route.

b. Units Being Moved.

c. Supporting Units.

d. Highway Control Agencies.

e. Shippers/Cargo Handlers.

f. Special Road Permits.

5. CONVOY ORGANIZATION:

a. Size of Serials/March Units.

b. Type of Column.

c. Operating Gaps:

(1) Serials/March Units.

(2) Vehicles.

d. Positions of Security and Supporting Units.

e. Positions of Control Personnel/Escorts/Guides.

f. Organization for Command.

g. Vehicle Marking.

6. MOVEMENT PLAN:

a. Controlled Route:

(1) Convoy Clearance/Movement Credit.

(2) Road Movement Table.

(3) Special Permits or Authorization.

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b. Distance, Time and Rate of Movement:

- (1) Trip Distance.
- (2) Required Start Time.
- (3) Column Length.
- (4) Slowest Vehicle.
- (5) Required Delivery Time.
- (6) Rate of Movement/Speed (Speedometer Multiplier).
- (7) Maximum Catch-Up Speed.

c. Loading:

- (1) Time and Place.
- (2) Report to.
- (3) Type/Class Cargo.
- (4) Outsize Loads.
- (5) Material Handling Equipment Required.
- (6) Blocking, Bracing and Cargo Restraints.

d. Staging:

- (1) Location.
- (2) Vehicle Checks.
- (3) Cargo Checks.
- (4) Time of Start Point.

e. Operator Briefing.

f. Start Point:

- (1) Location/Grid Coordinates.

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(2) Identification.

Characteristics/Alpha-Numeric Dysenteries.

g. Check Points:

(1) Location/Grid Coordinates.

(2) Identification Characteristic/Alpha-Numeric Dysenteries.

h. Guides and Markers:

(1) Positions.

(2) Posting and Pickup.

i. Halts:

(1) Purpose.

(2) Time and Duration.

(3) Location.

j. Medical Support:

(1) Organic Capability.

(2) Evacuation Procedure.

k. Release Point:

(1) Location/Grid Coordinates.

(2) Identification Characteristics.

(3) Report Requirements.

(4) Control of Vehicles and Operators.

l. Unloading:

(1) Time and place.

(2) Report to.

SOP FOR MT

(3) Material Handling Equipment Required.

m. Backlog and Turn Around.

7. SECURITY ENROUTE:

a. Action in Event of Attack.

(1) Air Attack.

(2) Artillery Attack.

(3) Ground Attack or Ambush.

b. Air Support Procedures.

c. Fire Support Procedures.

d. Use of Lights-Blackout Restrictions.

8. SERVICE SUPPORT:

a. Fuel.

(1) Location/Times.

(2) Types and Quantity.

(3) Accompanying Convoy.

b. Messing/Rations.

(1) Location/Times.

(2) Units on Route.

(3) Prescribed Loads.

9. COMMUNICATIONS:

a. Convoy Control Net.

(1) Serial/March Unit Commanders.

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(2) Parent Unit/Headquarters.

b. Alter/Broadcast Net.

c. Security/Tactical Nets.

d. Fire and Air Support Nets.

e. Sound Signals.

10. CONVOY COMMANDER'S AFTER ACTION REPORT

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APPENDIX E

SAMPLE DESK TOP PROCEDURES FOR MOTOR TRANSPORT DISPATCHER

The Motor Transport Dispatcher is directly responsible to the MTO, MTC. The dispatching procedures will be in strict compliance with the current edition of TM 4700-15/1_ and as set forth herein. Any deviation from the TM will be specifically approved by the MTO or MTC.

RESPONSIBILITY

The dispatcher has the authority to require all operators of MT equipment to properly complete all the administrative and preventive maintenance forms, regardless of grade. The dispatcher will instruct operators if needed, but in no case argue a point. All misunderstandings will be referred to the MTO/MTC.

Only authorized personnel assigned by the unit Motor Transport Office will dispatch vehicles in accordance with TM 4700-15/1_. The dispatcher, under the supervision of the MTC operates the unit's vehicle operations center. The dispatcher's duties include:

1. Security of the motor pool.
2. The accountability of all wheeled vehicles.
3. Control of equipment entering or leaving the motor pool.
4. Ensure that scheduled PMs are inducted to the shop.
5. Proper dispatching of equipment.
6. Ensure that all SF 91s are complete.
7. Compiling required reports.
8. Maintain proper police of the motor pool.
9. Ensure that monthly mileage and fuel reports are prepared and submitted to the motor transport chief.

PROCEDURES

The dispatcher or a designated representative will remain in the dispatcher's office at all times. The dispatcher will provide responses for any unanswered question or situation. The following procedures are established.

SOP FOR MT

1. Security of the Motor Pool. The dispatcher will ensure that all prime movers not dispatched or in the maintenance cycle are physically within the motor pool and accounted for within the compound.
2. Accounting for All Wheeled Vehicles. At the beginning of and prior to securing from each day a physical count will be conducted of all wheeled vehicles and submitted to the MTO.
3. Control of Equipment Entering or Leaving the Motor Pool. The dispatcher will maintain positive control over all MT equipment that is on the road.
4. Proper Dispatching of Vehicles. Excerpts from the TM 4700-15/1_ are provided herein and will be used as a guide. The following additional guidance is provided:
 - a. No vehicle will leave the motor pool unless authorized by the MTO/MTC.
 - b. Trip tickets will be filled out in accordance with current TM 4700-15/1F.
 - c. The dispatcher will ensure that all drivers have in their possession a valid OF 346, DIC card (only required for 26 yrs old and under), Military ID card, and Medical Certification Card if applicable.
 - d. Ensure vehicle operators are provided with a SF-91, DD Form 518, TM-10 and appropriate safety equipment, i.e., fire extinguisher, flare kit, etc.
 - e. Ensure vehicle operators are properly briefed on their mission, provided with a route to travel and a person to report.
 - f. Ensure vehicle operators are debriefed, trip tickets are completed properly and Daily Dispatch Log entries are made.
 - g. Ensure any discrepancies identified by the operator are investigated and properly recorded in the remarks portion of the trip ticket.
 - h. If discrepancies are identified in the remarks portion of the trip ticket that the operator cannot correct, remove the remarks portion and turn it in to the MTC. Note in the remarks of the Master Log the vehicle deficiency. Do not dispatch the vehicle again until the deficiency has been corrected.

SOP FOR MT

i. Maintain records of vehicle miles traveled, fuel and oil consumed, trip frequency and elapsed time, type cargo and tons moved.

j. Maintain the NAVMC 10031 Daily Dispatch Log in accordance with TM 4700-15/1F and ensure:

(1) That a neat log is maintained and proper actions are taken for a faulty trip ticket.

(2) That the specific purpose is recorded.

(3) That "report to" is a person or billet, not a building or thing.

(4) That destination will always be a training area or building number.

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APPENDIX F

MARINE CORPS MOTORCYCLE DAILY OPERATION CHECKS

MOTORCYCLE PMCS

1. This form is to be held as if it were the bottom of the NAVMC 10627 (Trip Ticket).

2. It is to be used before/during/after on and off road operational checks:

Fuel*	Adequate supply in tank, no leaks.
Engine Oil*	Oil level between level lines.
Tires*	Proper air pressure (When cold).
Drive chain*	Slack 0-5 mm or 2 in.
Nuts,Bolts,Fasteners*	Check that steering and suspension components, exiles and all controls are properly tightened and fastened.
Steering*	Action smooth but not loose from Side to side. No binding of control cables.
Brakes*	No brakes fluid leakage. Brake Pedal play 20-3 mm or .8-1.2 in. Brake pad wear lining more than 1 mm. Brake pad indicator within "Usable range."
Throttle*	Throttle grip play 1-3 mm or .08-.12in.
Clutch*	Clutch lever play 2-3 mm or .08-.12in.
Coolant*	No leakage. Coolant level between Lines (When engine cold).

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Clutch*	Clutch lever play 2-3 mm or .08-.12in.
Coolant*	No leakage. Coolant level between Lines (When engine cold).

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Radiator Cap*	Properly installed.
Electrical Equipment*	All lights and horn work.
Engine Stop Switch*	Stop Engine.
Side Stand	Returns to its fully up position by Spring tension. Returns spring not weak or damaged.

* Indicate Safety Deadline/Combat Deadline items.

NOTE 1: Daily PMCS will be performed in accordance with the maintenance specifications using the form in figure 1. These checks will be accomplished prior to dispatching. This form will be attached to and retained with the trip ticket for thirty days since the daily check on the NAVMC 10627 do not match the required checks on the vehicle. After thirty days, disposal of this form with the trip ticket is authorized.

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PERIODIC MAINTENANCE CHART

SPARK PLUG - CLEAN
SPARK PLUG - CHECK
VALVE CLEARANCE - CHECK
AIR CLEANER ELEMENT - REPLACE
IDLE SPEED - CHECK
THROTTLE GRIP PLAY - CHECK
FUEL SYSTEM - CHECK
CYLINDER HEAD BOLT TIGHTNESS - CHECK
CYLINDER HEAD NUT TIGHTNESS - CHECK
COOLANT - CHANGE 1 YEAR
SPARK ARRESTOR - CLEAN
EVAPORATIVE EMISSION CONTROL SYSTEM - CHECK CALI MODEL
ENGINE OIL - CHANGE YEAR
OIL FILTER - REPLACE
RADIATOR HOSE CONNECTION - CHECK YEAR
FUEL HOSE - REPLACE 2 YEAR
CLUTCH - ADJUST
DRIVE CHAIN WEAR - CHECK
DRIVE CHAIN - LUBRICATION 300 KM
DRIVE CHAIN SLACK - CHECK 800 KM
BRAKE LINING WEAR - CHECK
BRAKE FLUID LEVEL - CHECK MONTH
BRAKE FLUID - CHANGE YEAR
BRAKE HOSE - REPLACE 2 YEARS
MASTER CYLINDER CUP AND DUST SEAL - REPLACE 2 YEARS
CALIPER PISTON SEAL AND DUST SEAL - REPLACE 2 YEARS
BRAKE PLAY - CHECK
BRAKE LIGHT SWITCH - CHECK
BRAKE CAMSHAFT - LUBRICATE 2 YEARS
BRAKE CABLE - REPLACE 2 YEARS
STEERING - CHECK
STEERING STEM BEARING - LUBRICATE 1 YEARS
FRONT FORKS OIL - CHANGE
TIRE WEAR - CHECK
WHEEL BEARING - LUBRICATE 1 YEARS
SPEEDOMETER GEAR - LUBRICATE 2 YEARS
SPOKE TIGHTNESS, RIM RUNOUT - CHECK
SWING ARM PIVOT, UNI-TRAK LINKAGE - LUBRICATE
BATTERY ELECTROLYTE LEVEL - CHECK MONTH
GENERAL LUBRICATION - PERFORM
NUT, BOLT, AND FASTENER TIGHTNESS - CHECK

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The scheduled maintenance must be done in accordance with this chart to keep the motorcycle in good running condition. The initial maintenance is vitally important and the must not be neglected.

FREQUENCY ON MAINTENANCE CHART: By odometer reading every 800KM, 5,000KM, 10,000KM, 15,000KM, 20,000KM, 25,000KM and 30,000KM

OFF ROAD USE: By odometer reading every 500KM, 1,000KM, 1,500KM, 2,000KM, 2,000KM, 2,500KM, 3,000KM and 3,500 KM

NOTE 2: Monthly PMCS will be performed in accordance with the information contained in figure 2.

SOP FOR MT

APPENDIX G

REQUEST FOR UNIT'S AUTHORITY TO ISSUE VEHICLE OPERATORS PERMITS

From: Commanding Officer/Inspector-Instructor
To: Commander, Marine Force Reserve (G4MT)
Via: Chain of Command

Subj: REQUEST FOR AUTHORITY TO ISSUE VEHICLE OPERATORS PERMITS

Ref: (a) TM 11240-15/3B
(b) MCO 11240.66B
(c) ForO P11240.6

1. Per the references, this unit requests authority to issue motor vehicle operator permits. The below information is provided:

a. Issuing Official-Capt Joe Marine 123456789 USMC/USMCR

b. Licensing Examiner-SSgt One Each 987654321 USMC/USMCR

2. This Command has the capability to conduct a full Licensing Program. My issuing official has read and understands all orders pertaining to Marine Corps Licensing and my licensing examiner meets the prerequisites identified in paragraph 5006.2 of the reference (c).

3. I further understand that the issuing official is the only person authorized to sign the issuing official block on the OF-346.

U. R. COMMANDING